



Logic & Reasoning Skills

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Name (Please Print)	SCORE
Last _____ First _____ M.I. _____	
Social Security Number _____ Date ____/____/____	

This is a test to see how rapidly and accurately you can solve different types of work-related problems. Please read each question and place a **checkmark** in front of the most appropriate response. A sample problem similar to those found in the test is presented to the right.

You will have **8 minutes** to answer as many questions as you can.

Sample Problem:

If 10 employees can pack and ship 1,000 products per hour, how many products per hour would you expect 20 employees to pack and ship, assuming all employees perform at the same rate?

- 1,500 2,000 2,500 3,000 3,500

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

1. If your manager asks you to work on your presentation skills, communication skills and management skills, which one of the following should benefit you the most?
- Attending computer training classes Taking college business courses
 Volunteering to work late to finish my assignments Reading books on business management
2. Back injuries at Company A have usually been caused by warehouse employees' lack of knowledge about proper lifting techniques. If Company A institutes a mandatory training course on proper lifting techniques for all warehouse employees, will the number of future back injuries at Company A decrease?
- Probably yes Probably no Can't tell
3. If your department handles 250 calls per day with five employees, how many calls should a department that has 7 employees handle, assuming they perform at the same level as your department?
- 300 325 350 375 400
4. If a company makes the statement, "Please adhere to the attendance policy that is outlined in the Company Policy Manual," this means:
- More information needs to be added to the attendance policy. The Company is working on a new attendance policy. None of these
 Disregard the attendance policy in the Company Policy Manual. Follow the attendance policy in the Company Policy Manual.
5. The company alarm goes off when there is a fire in the building or when someone breaks into the building. The alarm has never been broken before, and that was due to a malfunction. You are working late one evening and the alarm goes off. The alarm is broken. What should you do?
- Probably yes Probably no Can't tell
6. In a particular company, one out of every 20 products sold in a particular store are returned to the store. What percentage of products are returned?
- 25% 15% 10% 5%
7. If you tell your boss that the boss is overreacting, what is the boss most likely to do?
- The boss will be left feeling excited. The boss will be left feeling irritated. He/She will be left feeling excited. None of these
8. In the course of a normal workday, Bob works with Sandra and Gloria. Bob works with Sandra more than he does with Gloria. Sandra does not work with Gloria. If the office is arranged in a linear fashion, in what order should the individuals be arranged for maximum communication efficiency?
- Sandra-Gloria-Joe-Bob Sandra-Gloria-Joe Sandra-Bob-Gloria-Joe
9. In the Customer Service Department, 10 incoming calls are usually answered after the first ring, if they have 95% of their staff working the phones. On one particular day, 10 incoming calls were answered after the first ring. Did they answer at least 9 out of every 10 incoming calls after the first ring?
- Definitely yes Probably yes Probably no
10. A company has 70 employees. If the company's yearly turnover rate is 10%, how many employees must the company hire every year to maintain its current number of employees?
- 9 10 14
11. Your work has been described as being exemplary. What does this mean?
- Exacting Commendable Troublesome Incomplete None of these
12. Products X, Y and Z are stored within two aisles of each other and in different aisles. If product X is stored in aisle 5 and product Y is stored in aisle 6, where is product Z stored?
- Aisles 3 or 4 Aisles 4 or 5 Aisles 6 or 7 Aisles 4 or 7
13. If your salespeople, on average, sell \$100 worth of products with every 20 sales calls, how much can they be expected to sell if they make 150 sales calls?
- \$750 \$800 \$850 \$900 \$950
14. If your manager told you, "Please decipher this report for me," what would you do?
- Destroy it Interpret it Read it File it None of these
15. You are scheduled to meet with your manager on the third Monday of every month. Today is Monday the 2nd. When is your next scheduled meeting with your manager?
- 9th 16th 23rd 30th
16. The assembly department has consistently exceeded its daily assembly goals by an average of 25%. If their daily goal is to assemble 80 products, how many products, on average, are they assembling each day?
- 90 100 110 120 130
17. You are unavailable to meet with potential customers on days following your strategy planning meetings and on Mondays and Fridays. This week you have two strategy planning meetings scheduled for Monday and Wednesday. When can you meet with potential customers?
- Tuesday Wednesday Thursday
18. If your coworker told you, "The results of the survey appear to be an anomaly," what does this mean?
- The results were accurate. The results were as expected. The results were peculiar. The results were misleading. None of these
19. Report C is always run sometime before report A. Report B has to be run immediately before or after Report C. Report D has to be run some time after report C if Report B is immediately before Report A. If it is not, Report D has to be run before report C. Based on this information, which sequence below is appropriate?
- CBAD BCDA BCAD BDCA DCBA
20. If two employees working together produce 12 products, four employees produce 36 and eight employees produce 96, how many products would 16 employees produce?
- 192 208 220 240 268